



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, 46th ENGINEER BATTALION**  
**8113 MISSISSIPPI AVENUE**  
**FORT POLK, LOUISIANA 71459-5445**

AFZX-HC-EN

20 January 2015

MEMORANDUM FOR All Personnel, 46<sup>th</sup> Engineer Battalion, Fort Polk, LA 71459


SUBJECT: Battalion Policy #7- Commander's Critical Information Requirements (CCIR) and Serious Incident Report (SIR) Reporting

1. Spike 6 Level 1 CCIR (Immediate notification by telephone, followed by email with 5 Ws and plan of action for SIR.doc w/i 2 hours).
  - a. Death or serious injury of a 46<sup>th</sup> EN BN Soldier or Family member (CG LVL 1).
  - b. Any incident that has the potential for immediate adverse publicity or negative consequences for the battalion or Fort Polk community (CG LVL 1).
  - c. Sexual assault involving a 46<sup>th</sup> EN BN Soldier or Family member (CG LVL 2).
  - d. Officer or SFC and above misconduct (CG LVL 2).
  - e. Loss compromise or spillage of classified material (CG LVL 2).
  - f. Range fires that threaten government property or local communities (CG LVL 2).
  - g. Suicide attempt by a 46<sup>th</sup> EN BN Soldier or Family member (BDE LVL 2 #).
  - h. Loss of any sensitive, controlled inventory, or high dollar value item (BDE LVL 2 #).
  - i. Deployed Soldier from 46<sup>th</sup> EN BN killed or wounded in action (BDE LVL 2 #).
2. Spike 6 Level 2 CCIR (Immediate notification by telephone, followed by email with 5 Ws and plan of action for SIR.doc w/in 2 hours).
  - a. Incident involving weapons or ammunition, including negligent discharges (BDE LVL 2).
  - b. Damages to housing or barracks facilities that displace Soldiers or Family members (BDE LVL 2).
  - c. Reportable fuel, oil or chemical spills (BDE LVL 2).
  - d. Tactical or TMP vehicle accident (BDE LVL 3).
  - e. Hospitalization of a Soldier or Family member that requires stay/admittance.
3. Spike 6 Level 3 CCIR (Notification by phone w/in 2 hours of incident before 2200, otherwise in the a.m. at first light, and/or email with 5 Ws and plan of action for SIR.doc w/i 2 hours).
  - a. Domestic violence involving a 46<sup>th</sup> EN BN Soldier or Family member (BDE LVL 3).
  - b. Suicide gesture or ideation by a 46<sup>th</sup> EN BN Soldier or Family member (BDE LVL 3).
  - c. Apprehension of any 46<sup>th</sup> EN BN Soldier (BDE LVL 3).

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- d. Any significant degradation of DCRF response capability (loss of significant level of capability) (BDE LVL 3).
  - e. Any incident that could appear on the blotter.
- 4. After the initial report (telephonic, 5W email and SIR.doc), continue to gather facts and. provide updates periodically as key facts change from the initial SIR. At a minimum, a follow-up report is required to BN within 24 hours of the initial report.
- 5. When submitting SIR via email:
  - a. Title subject of email and all documents with the naming convention of: CCIR\_LVL #\_CO\_46E\_1MEB\_Type or Reason\_DATE
  - b. Include the following recipients: BDE EOC @ usarmy.polk.1-me-bde.mbx.staff-duty@mail.mil, BN CDR, BN CSM, BN XO, BN S3, and BN Chaplain.
- 6. The point of contact for this memorandum is the undersigned.



WILLIAM B. MOEN  
LTC, EN  
Commanding